



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Resources

Division: Directors Office

Sub-Section:

TITLE: Casing Depth Request

CUTOFF:LSAD

DESCRIPTION: These are requests made by drillers and engineers for a casing point in new well construction. Past requests are required for future responses. Maintained by agency in support of ongoing business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22403

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Correspondence -- Post-Water Well Drillers' Act

CUTOFF:EOCY

DESCRIPTION: Documents drilling, maintenance, and other information on wells drilled since the formation of the Well Logs in 1987. More current correspondence on wells is not as essential as the materials created before the Well Drillers' Law, but it is an essential information resource for other DNR activities.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22405

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Correspondence -- Pre-Water Well Drillers' Act

CUTOFF:LD

DESCRIPTION: Documents drilling, maintenance, and other information on wells drilled before the formation of the Well Logs in 1987. This correspondence must be kept permanently, because in many cases this correspondence is the only record of a well's existence. File is organized by county and township. This file is an essential information resource on all well data for wells drilled before 1987. Maintained by agency in support of ongoing business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22404

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Resources

Division: Directors Office

Sub-Section:

TITLE: Dam Permits -- Construction

CUTOFF: When dam ceases to exist or be regulated

DESCRIPTION: These describe modifications on old dams and construction of new dams.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22406

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Dam Permits -- Safety and Registration

CUTOFF: WSO

DESCRIPTION: These permits are periodically renewed. Safety and Registration permits contain information about the dam and dam owner.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22407

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Dam Plans

CUTOFF: When dam ceases to exist or be regulated

DESCRIPTION: Construction plans for new dam and modifications of dams are kept in our office files. Submitted with permit.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22408

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Resources

Division: Directors Office

Sub-Section:

TITLE: Litigation

CUTOFF: Final resolution of case

DESCRIPTION: Correspondence and other records related to actual litigation involving the Water Resources Program. The litigation is primarily handled by the State Attorney General, but these records consist of the Program Director's file on the subject. Water Resource's files are kept confidential. Anything copied at the Attorney General's Office is not duplicated.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22410

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: River Basin Management Files

CUTOFF: Maintained at agency until river basin is no longer of management interest to the State of Missouri

DESCRIPTION: These files are an important information source for resource management. They contain maps of basin, correspondence from organizations and agencies involved in those basins, and interstate basin issues documentation. Some documents may be historical and pertain to basin areas, boundaries and interstate use issues. These files are perpetually in the "active" state.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22401

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: River Basin Organizations -- General

CUTOFF: WSO

DESCRIPTION: Historical articles, public information pamphlets, announcements, and transitory correspondence related to the activities of river basin organizations collected as references, but not published by the Missouri Water Resources program.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22400

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Resources

Division: Directors Office

Sub-Section:

TITLE: River Basin Organizations -- Management Documents

CUTOFF: EOFY in which policy expires

DESCRIPTION: If these documents have bearing on state management policies, they should be retained the same as state policies and procedure files.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22399

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: River Basin Organizations -- Meeting Minutes

CUTOFF: EOFY

DESCRIPTION: Meeting minutes for river basin organizations attended by DNR personnel. Includes Upper Mississippi River Basin Association, Missouri Basin State Association, and Arkansas-White-Red Basins Inter-Agency Committee. These are interstate river basin committees. DNR Water Resources Center staff have participated in these committees for many years. They involve interstate water and river interests. Some may be federal/state agency materials, association committee materials, and meeting minutes. Some documents may be of a historical nature relating to interstate water/river uses and plans.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22398

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Unregulated Dams Correspondence

CUTOFF: EOCY

DESCRIPTION: Incoming and outgoing correspondence is placed in individual files for each unregulated dam. The files are used extensively by staff and occasionally by the general public. Agency receives requests for copies of information that are in the files.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22409

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Resources

Division: Directors Office

Sub-Section:

TITLE: Water Use Inventory Forms

CUTOFF:LD

DESCRIPTION: Forms from all registered Major Water Users in the State showing the amount of water they have used during the current year. The forms are kept indefinitely and used for historical information. Major water users include agriculture irrigators, as well as major public wells. Maintained by agency in support of ongoing business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22411

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Well Logs

CUTOFF:LSAD

DESCRIPTION: These are strip logs of certified wells in Missouri. These logs give technical information on wells and are used extensively by staff and by the public. Most of these logs are several years old. Information is stored in hardcopy as well as in electronic format. Well logs are the best record of existing wells in Missouri, and it is frequently used by the Wellhead Protection Program in the Division of Environmental Quality. Mandated under Water Well Drillers' Act (MoRS 256.600 to 256.640). Transfer to Department of Natural Resources Human Resources office.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22402

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
